# LONG TERM PASS PROCEDURES

### CATEGORY



## **CONTRACTORS**

Individual contractor must coordinate through Government Sponsor / Supervisor.



## **BUSINESS VENDORS**

Business Manager must request access for their employee(s) via Physical Security Office.



#### **FMWR PATRONS**

Patron must:

- Coordinate through Government Sponsor
- Be a member of FMWR activity / club

### REQUIRED STEPS



National Crime Investigation Center (NCIC) background check. (Approximately 1-3 month(s) process)



- 2 Forms of identification:
- Valid Drivers License
- · Social Security Card



Download Physical Security Consent Form 190-6, fill out and return to Government Sponsor / Supervisor / Business Manager.

# SHORT TERM PASS PROCEDURE



## **VISITORS TO POST**

Visitors applying for a Short Term Pass / Background Check should visit the Visitor Control Center at McKenna Gate 1.



- National Crime Investigation Center (NCIC) background check.
- · Must be 18+ years old
- · Valid Drivers License
- · Valid Vehicle Registration
- Valid Proof of Insurance Card
- · Valid Justification for Access

Upon approval, visitor will be authorized a 1-3 day pass.





Government Sponsor / Supervisor / Business Manager will upload completed consent form online via Safe Access File Exchange (SAFE).





Upon Receipt of Physical Consent Form 190-6, contractor will be added to the access roster authorizing a weekly pass.





Upon a favorable NCIC background check, a long term pass will be authorized.



U.S. Army Garrison